

**COUNCIL OF BUYERS
MEETING MINUTES
March 24, 2016**

Members/Attendees	School	In attendance	Conference Call	Absent
Antoniak, Ed	UOM		X	
Arnold, Jon	COSCC	X		
Austin, Renee	VSCC	X		
Blain, Judy	APSU			X
Bunch, Sharon	TSU	X		
Butts, Constance	UOM		X	
Clark, John	PSCC	X		
Crisp, Kathy	MTSU			X
Desrochers, Suzanne	APSU		X	
Fennell, Charles	SWCC	X		
Flynn, Angela	TBR	X		
Fox, Alisha	CLSCC	X		
Hamer, Lynn	WSCC	X		
Hemrick, Dart	JSCC		X	
Hodges, Cassie	CLSCC		X	
Hodges, Mark	TBR	X		
Hull, Judy	TTU	X		
Jansen, Anita	TBR	X		
Jones, Randall	NESCC	X		
Lowe, Doris	ETSU		X	
Martin, Ron	CHSCC		X	
McCarter, Debra	WSCC		X	
Morrell, Jayne	ETSU	X		
Nabors, Jim	UOM		X	
Owenby, Wilma	CLSCC			X
Pritchett, Will	MTSU		X	
Pugh, Wayne	TBR	X		
Ridgeway, John	TCAT McKenzie			X
Robinson, Jackie	SWCC			X
Robbins, Canty	UOM		X	
Sims, Joel	TSU	X		
Smith, Jo	NSCC	X		
Stafford, Camilla	MSCC	X		
Staples, Mary Jane	MTSU		X	
Thompson, Bethany	PSCC	X		
Turpin, Danice	TCAT Harriman			X
Wallis, Donna	TTU	X		
Walls, Leigh	MTSU			X
Watts, Amy	DSCC	X		
West, Dana	RSCC	X		

Welcome/Opening Remarks

Angela welcomed everyone and called the meeting to order at 9:00am. Attendance was taken by Anita Jansen.

Staples Presentation

The first item on the agenda was a presentation by Staples, Angela turned the floor over to Mrs. Jana Calvert, Strategic Account Leader for Staples. Ms. Calvert indicated that her reason for joining the meeting today was to review a few new options that Staples Business Advantage has to offer in order to keep current with the growing needs of the TBR institutions.

The first option that Ms. Calvert presented was Buy Online Pickup in Store (BOPIS). Ms. Calvert explained that BOPIS is an updated feature which allows purchasing departments to pre-order items online and pick that item up in the store. Ms. Calvert also indicated that if the product was in stock, the order will be ready for in store pickup within 1 hour.

Digital Center Copy Printing (online printing) was the second option/feature covered by Ms. Calvert. Ms. Calvert explained that Digital Center Copy Printing allowed for items to be ordered online and could be picked up or shipped to a store of choice. Specialty printing services such as banner or wide format printing could also be ordered to be picked up at the local level or selected store within 24 hours or next day. Ms. Calvert further explained that email notifications would be sent out regarding the status of an order. Ms. Calvert told the Council that this feature was not available in SciQuest as a punchout catalog order. Ms. Calvert ask that when placing a Digital Center Copy Printing order, users must use the following Staples Advantage link: <http://www.stapleslink.com> and will need its customer ID number, a user ID, and a password. If institutions are unable to sign on to the Stapleslink.com site because you do not have your Customer ID number, User Id or a password, Ms. Calvert is the appropriate person to contact for assistance.

Ms. Calvert ended her presentation by explaining to the Council that Order Management was the final feature to update the Council on. Ms. Calvert stated that Order Management has been updated in Staples and that a "suggested shopping list" showing previous purchases was now available. Ms. Calvert also stated that Order Management allowed for order tracking and online returns. Ms. Calvert concluded her Staples presentation by asking if anyone had any questions either about the features that she discussed today or about Staples in general.

Angela asked Ms. Calvert to speak to the recent issue with invoices including sales tax. Ms. Calvert stated that the sales tax exemption certifications that were originally provided to Staple had expired and Staples was currently working to obtain the latest sales tax exemption certifications from each institution. As the current sales tax exemption certifications are updated, Staples will automatically remove all sales taxes that were charged on those invoices.

DocuSign

Angela introduced Michael Levy, Customer Success Architect, with DocuSign who joined the Council of Buyers meeting via conference call. Michael provided a Webex link for Council to access in order to demonstrate how DocuSign will work related to procurement and contracts, specifically routing and workflow for documents that will require the System Office approval. Michael stated that the system was very intuitive and guides the user through the required actions needed by the user/approver. Certain fields are designated as required and will not let the user continue without providing the required information. Angela explained that the contract routing and contract summary sheet forms will be available as DocuSign Powerforms, meaning that these will be links on the TBR System Office website for institutions to access the appropriate form for the particular contract it needs to submit. Angela further explained that multiple versions of the Contract Routing Form and Summary Sheet were developed because of: (a) the different workflows necessary for certain contract type approvals (i.e. clinicals, dual services) and (b) the different internal workflows/approvals at the institution level. For the majority of procurements and contracts submitted to the System Office, the forms marked "Standard" will be used. This solution works very similar to SciQuest in that email notifications are sent to each person in the process when action is required. Once the contract is approved, everyone in the workflow shall receive an email with the final contract documents. In addition, the progress of the document can be tracked at any given point. The question was asked what format the Agreements must be in. Michael indicated that almost all options are available and that DocuSign automatically converts the document to a pdf to ensure information will not be manipulated. Only final/clean copies are submitted through DocuSign, meaning that all negotiations/edits must take place prior to the routing/approval process. Institutions will submit clean documents, with no signatures through the System. Angela will routing internally as well as to the institution and the vendor for signature. Ms. Flynn thanked Mr. Levy for his presentation. Angela asked the Council for input and the Council concurred that this would assist in faster routing and approvals of contracts that require System Office approval. Angela indicated that some test institutions and TBR departments will be engaged first, with a completed roll-out for purchasing and contract routing/approvals by the end of this calendar year.

Angela stated that the System Office has entered into an Enterprise-wide Agreement with DocuSign. Institutions are required to enter into individual Agreements but are permitted to use the negotiated terms and conditions by the System Office. TBR was able to negotiate an \$.80/envelope fee for any institution which chooses to contract for an enterprise-wide license

Completed documents can be downloaded and saved any way the user prefers. DocuSign also saves the document in the cloud.

Proposed/Revised Policies and Guideline

Angela reminded the Council that the newly proposed Purchasing Policy and Purchasing Guideline will be presented for approval at the TBR Board Quarterly Meeting on March 30, 2016, at Columbia State. Angela continued by say that she will email the Council upon approval/effective date.

Prior to the meeting, the Council was provided the following proposed documents for review and comment:

Revised Approval Policy
New Contracts Policy
Revised Contract Guideline

Angela asked the Council to provide any final suggestions/edits by Friday, 4/1/16. Suggestions/edits were received from UOM and TTU.

The next work of this sub-group of the Council will be to develop a procurement card policy and guideline. The goal is to have these documents ready and distributed to the Council to review and discuss at the June Council Meeting.

SciQuest

Release of SciQuest 16.1 – Mark Hodges indicated that this latest release is scheduled to go live on April 10, 2016. The update is currently in test mode for user review and testing. As always links & videos have been sent out by SciQuest for instructional use.

Consortium Supplier Additions – Mark reported that HD Supply is finally available as a punch-out in SciQuest. The final issue to overcome had been the supplier charging sales tax. However, everything is believed to be corrected and available for use.

Will Pritchett reported that he just had a supplier enablement call with Lowes this week. Mr. Pritchett went on to report that Lowes was not as far as long as others and are not fundamentally ready for punch-out services, but the vendor was steadily moving in that direction. Joel Sims then told the Council that it was his understanding that Lowes was not functionally able to go forward until possibly the late fall at the earliest.

Angela is having active discussions with Apple to enable them as a consortium supplier and will keep all apprised of the progress with them. The fundamental issue has been a misinterpretation by Apple of what is mentioned by consortium supplier versus premium supplier. Donna Wallis at Tennessee Tech indicated that TTU has enabled Apple as a premium supplier.

A member of the Council asked on the status of Amazon. Angela indicated that the nation-wide group she serves on is having current discussions with Amazon and its roadmap related to higher education. More to come on this issue.

Angela asked the Council if there were any other suppliers that the Council would like to see as consortium suppliers. Cammie Stafford at Motlow asked if M3 Technology Group would be an option. Angela asked what active contract the vendor held. Walters State Community College currently holds a contract with M3. Joel Sims stated that Tennessee State University was in the process of price negotiations with M3 and would update the Council if/when the details are agreed upon.

TSM - Angela thanked the Council for attending the TSM Training that had been conducted by SciQuest the day before at the System Office. Ms. Flynn emphasized how critically important the TSM training and the overall project is to the System's overall success in streamlining registration for our suppliers. Angela asked the Council to provide input on the email templates that were provided during training. Angela asked that all comments be returned to Angela by close of business, Friday April 1.

Current Strategic Sourcing System Initiatives/Updates:

Recently Awarded Solicitations -

Central Data Repository (CDR) – this RFP was awarded to SAS Institute, Inc. Ian Reynolds is the TBR System Office Project Manager overseeing this process/implementation.

Dell - Canty Robbins stated that the UOM just signed a contract with Dell, effective April 1, 2016 and is open for anyone to utilize.

RFPs/RFQs in Process/Upcoming –

RFPs

International Group Airline Travel – Technical Proposals under Review

Executive Search Services – Technical Proposals under review

Marketing Services – System Office - Phase I is due 3/30/16

Media Coaching Services - to be released in May 2016

Automated Accessibility Testing Tool to be released April 2016

Closed Captioning Services RFP - to be released May 2016

Community Colleges Consolidated Bookstore Services – internal discussions taking place

RFQs

TCAT Newbern Diesel Program Equipment – bids under review

TCAT Dickson Diesel Program Equipment – bids under review

TCAT Memphis Aviation Program Equipment – bids under review

TCAT Adv. Mfg (Jackson, Memphis, Shelbyville) – bids under review

TCAT Newbern Diesel Program Equipment – opens 3/29/16

TCAT Shelbyville CIT Program Equipment – opens 3/29/16

Updates:

Vendor Management Analyst Position-TBR System Office – this position is currently posted on TBR's website and interested applicants should apply before the closing date of April 4, 2016. This position will be within the Purchasing and Contracts System Office.

Campus Employee/Position Updates – Renee Austin indicated that VSCC had hired Chris Harrison as its procurement officer to start 4/1/16. Dana West indicated that

RSCC will be advertising a procurement position. Joel Sims indicated that TSU will also be advertising a procurement position.

TBR/UT/SOT Collaboration Efforts – Procurement Card RFP – Angela updated the Council that 115 questions were received for the solicitation. The questions and responses have been released to the proposers. Questions were received from the following proposers: JP Morgan, Suntrust, Bank of America, U.S. Bank, Citi, Firth Third, Regions, and Wells Fargo. The RFP is scheduled to open 4/25/16. TBR and UT have representation on the evaluation team.

2016 Diversity Business Marketplace – this year’s event will be hosted by UT, it will be held on April 28, 2016. Angela shall forward the event information to the Council. Angela will share the information sent from with Go-DBE Office with the Council. It will be 7am to 3pm the booths are \$100 each. This is a great networking opportunity to connect with small, women, minority and veteran owned businesses. TBR will have a booth and Angela is requesting that institutions let her know if they plan to participate.

Other Updates/Questions from Institutions

Accessibility – John Clark asked for clarification regarding who at the campus level has the responsibility to review procurements and contracts for accessibility compliance. Angela reiterated that it is not the responsibility of procurement or contracts to make this determination and that procurement and contracts should work with the individual designated as the accessibility chairperson on its campus. Angela further stated that is the responsibility of procurement and contracts to bring the designated individual into the procurement/contracting process to make this determination.

With no further updates, questions or comments, the meeting adjourned at 11:45am.